



11th August 2020

In accordance with Paragraphs 7 & 10(2) (b) of Schedule 12A of the Local Government Act 1972 and The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, I hereby summon you to attend a Meeting of **PETERLEE TOWN COUNCIL** to be held online on **MONDAY 17th AUGUST 2020 at 6pm**

Ian Morris, P.S.L.C.C
Town Clerk (Proper Officer of the Council)

To join the meeting use the Zoom app or click on this link:

<https://us02web.zoom.us/j/86051302389?pwd=V005Q2ovRTBVbkxsOUUxVWg1dWloZz09>

Meeting ID: 860 5130 2389

Passcode: 594069

You can also join by phone by dialing one of the following numbers:

+44 203 051 2874 United Kingdom

+44 203 481 5237 United Kingdom

+44 203 481 5240 United Kingdom

+44 203 901 7895 United Kingdom

+44 131 460 1196 United Kingdom

Meeting ID: 860 5130 2389

(Please note that there may be a charge for using these phone numbers, please check with your phone service provider if in doubt)

Members of the Committee and members of the public are reminded that the public part of the meeting may be recorded in both audio and video, and photographs may be taken.

BUSINESS TO BE TRANSACTED

1. **Apologies for Absence**

2. **Public Participation Session**
Will be held to allow Members of the public an opportunity to put questions to the Council. This item of business to last no more than 15 minutes, as per Council Standing Orders.

3. **Mayor's/Chair's Report**

4. **To receive declarations of interest**
Members are reminded of the need to disclose any interests in items on this agenda, whether pecuniary or otherwise. Please seek advice from the Town Clerk or Deputy Town Clerk **prior to the meeting** if in doubt. Members are reminded that they can check their published declaration of interests here: <https://bit.ly/2wVyeLA>

5. **To Approve the Minutes of the last meeting of the 27th July 2020**
The minutes of the previous meeting are attached for consideration and approval as a true and correct record. (attached)

6. **COVID-19 Update**
To receive an update from the Town Clerk on the Council's response to the COVID-19 situation
(verbal report of the Town Clerk)

7. **Fireworks Display & Remembrance Parade**
To consider these events

8. New Policies

The following policies are for consideration, approval and adoption by Peterlee Town Council, (posted on the web site, please use the links given below)

- (i) Drugs, Alcohol & Substance Misuse Policy - <https://bit.ly/2PB5Yrs>
- (ii) Expenses Policy - <https://bit.ly/3ajL7S>
- (iii) Flexible Working Policy - <https://bit.ly/3fLdElm>
- (iv) Pensions & Retirement, (including Flexible Retirement) Policy - <https://bit.ly/3gLeIqK>
- (v) Probationary Period Policy - <https://bit.ly/31Dog0Q>
- (vi) Recruitment Policy - <https://bit.ly/2DUwJEr>
- (vii) Toil Policy - <https://bit.ly/30LaHgF>
- (viii) Home Working Policy - <https://bit.ly/2CdMnue>
- (ix) Working in the Sun Policy - <https://bit.ly/31xk2HY>
- (x) Cemetery Policy – Procedure for Memorial Inspections - <https://bit.ly/2PH939g>

9. Exclusion of the Press & Public

To resolve that in view of the confidential nature of the items to be discussed, the committee pass the formal resolution to exclude the press and public from the meeting, pursuant to the Public Bodies (Admissions to Meetings) Act 1960 & the Local Government (Access to Information) Act, Part 1, paragraph 1.

10. Staffing – Parks & Cemetery Department

Members will be asked to re consider a range of options in regard to the apprenticeship scheme in the Council's Parks Department.

Report of the Parks Manager (attached)

11. Spokesperson of the North East Party's Report

12. Spokesperson of the Labour Political Party's Report

ETERLEE TOWN COUNCIL

MINUTES OF THE MEETING OF THE TOWN COUNCIL

HELD IN THE BRANDLING SUITE & ONLINE USING VIDEO CONFERENCING TECHNOLOGY

ON MONDAY 27th JULY 2020 at 6.00PM

PRESENT:- COUN T DUFFY (CHAIR)

**Mesdames:- S Simpson, K Liddell, K Hawley, S McDonnell, L Fenwick, K J Duffy,
M A Cartwright & D Howarth**

**Messrs:- G L Carne, S Miles, R Moore, A T Wilkinson, R Moore, A Watson, S Kirkup,
R Kyle & C Watkins**

26. Apologies for Absence

Apologies for absence were offered to the meeting from Councillor G Johnson & S McGlen.

27. Mayor's/Chair's Report

The Mayor advised he had had a very pleasant visit to the CALM CIC project at Lowhills Road and was impressed with the work that had already been done at the site. He visited Shotton Airfield and met with international sky divers and the new owners of the site, Sky Diving UK. He had presented a cheque for grant awarded by the Council to East Durham FSS Football Club. **RESOLVED the information given, be noted.**

28. To receive declarations of interest

Members were reminded of the need to disclose any interests in items on this agenda, whether pecuniary or otherwise. Councillor S Miles declared an interest in item 32 – CALM in East Durham and Councillor Wilkinson in item 37(i) East Durham Under 12's request for a grant.

29. Woodhouse Park – ASB Issues

PCSO Simon Walters had been in touch regarding Woodhouse Park and attacks of anti social behavior being experienced by residents. He reported on how many calls had been received by the Police and assured that Woodhouse Park was listed as one of their hotspot ASB areas and regular patrols were conducted. Councillor R Moore mentioned a petition that was being organised by local residents for the closure of the park on an evening. The Clerk reported receipt of this petition to close the park from 7pm on an evening in the summer months and from 5pm in the winter.

In considering the issue Members asked how much it would cost to conduct a trial closure; they also asked for details of any costs of vandalism to the Town Council.

RESOLVED a report be prepared outlining the options available and the costs of any vandalism suffered at the site.

30. To receive declarations of interest

Members were reminded of the need to disclose any interests in items on this agenda, whether pecuniary or otherwise. Councillor S Miles declared an interest in item 32 – Calm in East Durham, and Councillor Wilkinson in item 37 (i) East Durham FC – NEP grant request. **RESOLVED the information given, be noted.**

31. To Approve the Minutes of the last meeting of the 22nd June 2020

The minutes of the previous meeting were attached for consideration and approval. It was noted the grant to Community Spirit of £100.00 had been declined by the organisation. **RESOLVED the minutes be accepted and signed as a true and correct record.**

32. CALM in East Durham

The Chair welcomed Ms Chrisp to the meeting and she referred to the funding support proposal for the Lowhills Road site she had prepared, a copy of which had been circulated to each Member prior to the meeting. CALM requested consideration from the Town Council to continue to support their work within the local the local community. Members pointed out there were no community facilities in the Acre Rigg Ward. Following discussion it was **RESOLVED the Town Council agree in principle to funding the project for the cost of a bespoke studio as outlined in the report, along with monies for the replacement of doors and windows at the former bowls pavilion. Further RESOLVED that the Town Clerk meet with Ms Chrisp to resolve the detail on the matter before the grant payment is made.**

33. Exclusion of the Press & Public

RESOLVED that in view of the confidential nature of the items to be discussed, the committee passed the formal resolution to exclude the press and public from the meeting, pursuant to the Public Bodies (Admissions to Meetings) Act 1960 & the Local Government (Access to Information) Act, Part 1, paragraph 1.

34. Staffing – Parks & Cemetery Department

Members considered a range of options in regard to the apprenticeship scheme in the Council's Parks Department along with the seasonal post in the Department, details of which were in the report previously circulated.

There was considerable discussion on the matter and it was suggested a Scrutiny Committee meeting be held to consider the Council's current financial position in the light of the COVID 19 epidemic and this staffing matter be considered then.

RESOLVED a Scrutiny Committee be held to consider this item further.

35. Application to hold a Summer Fun Fair on Helford Road Playing Fields

Members were requested to consider a request by Nobles Amusements to hold a summer fun fair on the Town Council's land at Helford Road. Mr Noble had submitted a full risk assessment and PTC Officers had met with their Safety Advisor to seek his feedback on the proposal. Following considerable discussion it was **RESOLVED** the request to use land at Helford Road for a summer fair, be refused.

36. Use of Mobile CCTV Cameras

To consider a notice of motion received from Councillor K J Duffy.

For the Town Council to consider the use of mobile CCTV facilities and/or the improvement of current CCTV facilities to help deal with crime and ASB issues in the Town”

Councillor Fenwick left the meeting at 7.30pm.

There was discussion on how to deal with damage to Town Council property and the use of various methods of monitoring, upgraded cctv, partnership monitoring systems with DCC/Police, body cams, covert cameras, mobile cameras etc. The Town Clerk explained the importance of following the RIPA Regulations which govern the use of surveillance by public bodies. He suggested he could contact the Police and DCC for advice on RIPA and

covert and partnership surveillance; he would obtain information on hardware being upgraded and appropriate signage and finally the implications of bodycams being used by PTC. Councillor K J Duffy advised she was happy to place the motion “on hold” until the information was gathered for the Council to re consider it.

RESOLVED further consideration of this notice of motion be deferred to a future meeting when a report of the Town Clerk would be considered.

37. Woodhouse Park Media Pod

Members considered a notice of motion from Councillor R Moore to remove the youth shelter/media pod from Woodhouse Park and it be relocated to another site. In considering this notice of motion Members asked if it could perhaps be offered to another council/organisation to use. Following discussion it was **RESOLVED the media pod sited at Woodhouse Park, be removed.**

38. COVID-19 Update

Council received an update from the Town Clerk on the Council’s response to the COVID-19 situation. He reported there had been no known cases of COVID with the staff and as of 1st August 2020 all staff would be taken off furlough. At this stage Shotton Hall Banqueting Suite had not lost any bookings as they had been re- scheduled for later in 2020 or 2021. There were 125 households on the Shielding Support scheme and the befriending telephone calls were proving very popular, with over 555 care packages being delivered over the life of the scheme. Consideration was now being given to Council organised events later in the year. Councillor A Watson asked what measures did PTC have in place should there be a second wave of Covid in the town. The Town Clerk assured he would work closely with Government and the local health authority as per current guidance in the event of a second wave in the area.

RESOLVED the information given, be noted.

39. NEP Funding Application

(i) East Durham FC under 12s further consideration, £800 requested to help establish the Team

Members considered this application for a grant and it was **RESOLVED a grant award of £470.00 be made to this Team.**

(ii) Stray Aid further consideration, £956 costs per day to operate the Rescue Centre

Members considered this application for a grant and it was **RESOLVED a grant award of £1,280 be made to Stray Aid.**

40. Provision of Devices for Council Use

Members were presented with an update on research into the proposal to provide Council Members with support for internet access and use on Council business. Councillor Hawley felt the report did not reflect what had been originally intended. Members noted the contents of the report and it was **RESOLVED the Council agree to support each councillor with a contribution of no more than £150.00 towards the cost of a device to support them with their remote working on council business. FURTHER RESOLVED this be a one time grant in their four year term of office as councillor.**

At this point in the meeting it was 9.00pm and the Chair asked Members if they wished to continue with the meeting; they declined.

The following items were deferred for consideration at the next meeting.

41. New Policies

42. Spokesperson of the North East Party's Report

43. Spokesperson of the Labour Political Party's Report